

Design Review Amendment Administrative Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

Submit Application
Packet

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness
Follow the checklist provided

Accepted

Returned

1st Review

Missing Information Provided

Approved

Returned for
Corrections

Accepted

Withdraw
Submittal

Subsequent Submittals

Approved

Returned for
Corrections

Notice of Decision**

Inactive cases
are closed after 180
days

The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Examples of Design Review Amendment Administrative Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

- Minor changes to building or structure exterior finish, material or color from an approved DRB case.
- Minor changes to building elevations that do not significantly change the appearance or adversely affect the aesthetics of the building. Examples include: lighting, doors, windows, canopies, awnings.
- Minor exterior changes to standard plan elevations.
- Minor changes or refinements to landscape areas, open spaces, community entry features, planters, walls and fences.
- Minor changes to a previously approved site plan for parking spaces, landscape planter, screen walls or fences, not affecting the circulation or egress visibility of the development.

Projects that do NOT qualify for the Minor review but fall under Administrative Design Review Application:

- Expansions to existing buildings.
- Significant changes with landscaping or parking lots that require a modification to the Grading and Drainage Plan.
- Considerable renovation that removes outdoor areas, canopies, parking, or changes access or circulation.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Design Review Amendment Administrative Minor

Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel /Aerial Map
- ☐ Exhibit 4: Site Plan and Detail Sheets (as appropriate for the request)
- ☐ Exhibit 5: Landscape Plan and Detail Sheet(s) (as appropriate for the request)
- ☐ Exhibit 6: Color and Materials Board(s) (as appropriate for the request)
- ☐ Exhibit 7: Elevation(s) (as appropriate for the request)
- ☐ Exhibit 8: Floor Plans (as appropriate for the request)
- ☐ Exhibit 9: Letter from Architectural Review Committee / Property Owner's Association / Home Owner's Association (if applicable to the site)
- ☐ Exhibit 10: Email or communication from Planning Services Division staff person noting authorization to use this application.
- ☐ Exhibit 11: Other Exhibits (as appropriate for the request)

Checklist

- ☐ **Exhibit 1: Application**
 - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
 - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
 - ☐ Describe proposed project of what is being removed or altered;
 - ☐ Describe before and after changes, provide all new specification;
 - ☐ Note the impact of the changes on the site plan, parking, landscaping or lighting as applicable.
- ☐ **Exhibit 3: Parcel /Aerial Map**
 - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s).
- ☐ **Exhibit 4: Site Plan and Detail Sheets (as appropriate for the request)**
 - ☐ Vicinity Map with site noted;
 - ☐ Graphic scale, north arrow, exhibit date;
 - ☐ Project data table including: gross and net acres, parking, percentage of landscape area, gross building square footage, etc; Dimension property lines, building setbacks, require landscape areas, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
 - ☐ Location and size of any existing/proposed building(s) or structure(s);
 - ☐ Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
 - ☐ Method of screening for parking, storage and loading areas;

- ☐ Depict adjacent parcels and/or structures within 300 feet;
- ☐ Freestanding sign locations with corresponding visibility triangles;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Service Entry Section (SES) location.

NOTE: [Standard Commercial and Industrial Site Plan Notes](#) must be included on an exhibit within the project submittal.

☐ **Exhibit 5: Landscape Plan and Detail Sheet(s) (as appropriate for the request)**

- ☐ Vicinity Map; with the site noted;
- ☐ Scale, north arrow, and exhibit date;
- ☐ Project data table including square footage and percentage of on-site landscaping square footage and percentage of public right-of-way (off-site) landscaping;
- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- ☐ Contour lines for retention basins and earthen berms;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Location and design of parking and service area screen walls.

☐ **Exhibit 6: Color and Materials Board(as appropriate for the request)**

- ☐ Electronic Color & Material Board (staff may request hardcopy if necessary).

☐ **Exhibit 7: Elevations (as appropriate for the request)**

- ☐ Graphic scale and date;
- ☐ All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
- ☐ Color and Materials Table with name, manufacturer product identification;
- ☐ Elevations of parking and/or other accessory structures;
- ☐ Roof drainage method noted;
- ☐ Roof mounted mechanical and/or electrical equipment dimensioned and dashed in with method of screening depicted;
- ☐ Location of proposed and/or existing signage;
- ☐ Location, type and mounted height of proposed wall mounted lighting fixtures.

☐ **Exhibit 8: Floor Plans(as appropriate for the request)**

- ☐ Graphic scale (comparable to elevation scale) and date;
- ☐ Gross floor area, interior space distribution with dimensions;
- ☐ Service areas;
- ☐ Exterior walls and interior partitions;

- ☐ Fenestration;
- ☐ Doors and door swings;
- ☐ Stairs and elevators, including roof access;
- ☐ Location of fire riser room;
- ☐ **Exhibit 9: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association** (if applicable to the site)
 - ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.
- ☐ **Exhibit 10: Email or communication from Planning Services Division**
 - ☐ Email or Communication from staff person noting or documenting authorization to use this application.
- ☐ **Exhibit 11: Other Exhibits (as appropriate for the request)**



Plan Type: Design Review

Work Class: Amendment Administrative Minor

Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.

Description (Proposal Name): _____

Approved DR File Number: _____

Address or Location: _____

Request Summary (briefly describe proposal here and attach a detailed narrative)

Tax Parcel Numbers: _____

Net Acres: _____

Zoning: _____

General Plan Character Area:
(if applicable)

☐ Santan
☐ Gateway

☐ Heritage District
☐ Morrison Ranch

Overlay Zoning District:

☐ Santan Freeway Corridor

☐ Phx/Mesa Gateway Airport
☐ Vertical Development

Please answer all that apply:

Are you an existing Gilbert Business? ☐ Yes ☐ No

Are you moving to a new Gilbert location? ☐ Yes ☐ No

Are you expanding your business? ☐ Yes ☐ No

Property Owner: (All information must be provided)

Name (print): _____

E-mail: _____

Address: _____

City, Zip: _____

Phone: _____

☐ Business ☐ Mobile ☐ Home ☐ Other

Signature*: _____

Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____

E-mail: _____

Address: _____

City, Zip: _____

Phone: _____

☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: _____

Date: _____

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:

Permit Number: _____